

ACCESSABILITY SERVICES

Why should I refer students to AccessAbility Services?

The University not only has a duty to accommodate, but it also has a “duty to inquire.” This means the University must:

- Attempt to help students who are unwell or perceived to have a disability by offering assistance and accommodations.
- Be alert to the possibility that a person may need an accommodation even if they have not made a specific or formal request.
- Consider whether accommodations are required before imposing a penalty.

Inquiring is important since some students are unable to identify they have a disability or that they require an accommodation. Also, some don't seek accommodations due to fear/stigma, different cultural understanding of disability, a new presentation of a condition, and/or lack of access to healthcare.

Who should I refer to AccessAbility Services?

Inquiring is about paying attention, proactively checking in, offering help, and directing them to support, such as AccessAbility Services.

Inquire into the need, not the nature of their disability or condition.

AccessAbility Services supports all students including:

- Undergraduate and Graduate students taking on-campus or online courses
- Graduate students completing non-course degree requirements or milestones
- Domestic and international students
- Students on an academic and co-op term

Accommodations are available to students with permanent, temporary, episodic, or suspected conditions including:

- Physical disabilities, medical conditions, or injuries
- Sensory disabilities
- Learning disability
- Mental health disabilities
- Psychological, emotional, and physical effects of trauma

You can also refer a student who:

- Requires a medical leave, and/or is returning from a medical leave
- Experienced an accommodation dispute/ concern
- Requires accommodations for work-integrated learning
- Requires a safety-based accommodation to keep them and others safe

The University's **Student Academic**

Accommodation Guidelines include referral scripts for when:

- A student discloses a known or suspected disability/illness or symptoms
- You suspect a student may require accommodations
- A student requests a retroactive accommodation

When in doubt, refer!

AccessAbility Services

Phone: 519-888-4567 ext. 35082; Email: access@uwaterloo.ca
Office Location: Needles Hall North, Room 1401



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Pay attention to signs/ cues

- A student may disclose a known or suspected disability/ condition/ traumatic event
- You may suspect a student is impacted by a disability/ condition/ traumatic event
- A student may request an accommodation from you
- A student may share their accommodations are not being upheld
- A student may disclose an inaccessible or unsafe space (physically, attitudinally)

Attempt to help/ refer

- Ask the student if they need support or accommodations
- Inform them that accommodation support is available through AccessAbility Services
- Refer them to AAS and encourage them to apply online

Respect and protect privacy

- Don't inquire about a student's possible needs when the student has reacted negatively
- Don't require students to reveal private medical information to you
- Do not view or accept medical documentation or private health information (see the **Student Academic Accommodation Guidelines** for information on how to safely dispose of student medical information)

Accommodating Students Registered with AccessAbility Services

Understand your role in the accommodation process

- ✓ **Read the Student Academic Accommodation Guidelines** to understand your roles and responsibilities in the accommodation process
- ✓ **Review the Faculty Notification Letters (FNL)** generated for each student who requires an accommodation in a course. The FNL notes the student who requires an accommodation, a description of the required accommodation(s), and information on the roles and responsibilities of all involved.

Use the Faculty Module to manage accommodations

- ✓ **Log into the Faculty Module** in the AAS Online System to manage your course accommodations in real time. View a dashboard listing of your students and their accommodations for each of your courses.

Check out AccessAbility Services' Faculty & Staff web page for a video on how to use the Faculty Module! Contact AAS if you need any help!

Uphold the accommodation plan (be mindful of timelines)

- ✓ **Contact AccessAbility Services** if you believe an accommodation interferes with the essential components or objectives of your course, or, if you have concerns or questions.
- ✓ **Relay the accommodation plan** to teaching assistants or co-instructors leading the course, labs or tutorials. Contact AAS, prior to the first day of classes, if you would like additional contacts added to the Faculty Notification Letter recipient list and Faculty Module.
- ✓ **Complete the testing agreement** for all in-person tests at least 2 weeks prior to the scheduled test.
- ✓ **Submit tests and exams** to the AccessAbility Services Exam Centre at least 2 business days prior to the writing date (for in-person tests).
- ✓ **Submit course materials** to AccessAbility Services for alternate format production, upon request.

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